

Memo No. 990/SWC(DM)

Date. 24/12/2020

In pursuance of Memo No. 596-SW/O/JJA-25/15 dated 29.01.2019 of the Department of Women and Child Development and Social Welfare, Government of West Bengal, applications in prescribed format are invited for engagement in two different categories of posts on temporary and contractual basis in Juvenile Justice Board, North 24 Parganas at Juvenile Court Building, Sector I, Salt Lake City, Kolkata 700064. Willing candidates have to apply in the prescribed format within the closing date, i.e., 12.01.2021 by hand or by registered post addressing District Social Welfare Officer, District Social Welfare Section, Ground Floor, O/o the District Magistrate, Barasat, North 24 Parganas, Pin - 700124. The relevant particulars like name of the post, essential and preferred qualification, age limit, monthly remunerations and vacancy position are stated in the following table.

**A. REQUIREMENT**

Sl. No	Name of Post	No. of Posts	Category	Educational Qualification	Age (in years)	Remuneration	Other Preferred Qualification/ Experience
1	Orderlies	2	UR - 1 SC - 1	Class VIII pass	21-40	Rs. 7,000/- pm	Ability of reading, writing & speaking in Bengali and in Hindi / Nepali Language
2	Night Guard	1	UR	Class VIII pass	21-40	Rs. 7,000/- pm	

Age for all category of above posts will be calculated as on 01.01.2021.

**B. PROCEDURE OF APPLICATION:**

Application must be submitted by hand or by registered post in sealed envelope containing the necessary documents along with the application form, addressing District Social Welfare Officer, in the office of the District Social Welfare Officer, North 24 Parganas, District Social Welfare Section, Ground Floor, O/o the District Magistrate, Barasat, North 24 Parganas, Pin - 700124 in all working days on and from 28.12.2020 to 12.01.2021 upto 5.00 PM only. The name and address of the candidate and the post applied should be clearly written on the envelope. The detail Notice is also available in the district website [www.north24parganas.gov.in](http://www.north24parganas.gov.in).

**C. INSTRUCTION**

1. The candidate must be a citizen of India.
2. A candidate must go through the notification thoroughly and carefully, and fill up the application as per enclosed format.
3. The application must reach the District Social Welfare Section within the closing date and time i.e. 12.01.2021 upto 5.00 PM. Application received by hand or by post after the closing date will not be considered.
4. Application once submitted shall be treated as final. No request for change in application form will be entertained after the submission of the application.
5. In any stage, if any statements made in the application be subsequently found to be false, his/her candidature will be cancelled, even if appointed to the posts on the results of this interview. His/her service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
6. Application not duly filled in or found incomplete or defective in any respect will be rejected.


7. Submission for more than one application and/or more than one post is strictly prohibited. The candidature of the candidate, who submits more than one application and/or more than one post, will be cancelled even if he/she is eligible for the same.
8. Age as recorded only in the Birth Certificate / School Leaving Certificate will be accepted.
9. The District Level Selection Committee (DLSC), North 24 Parganas may require such further proof or particulars from the candidates as it may consider necessary and may cause enquires about their character and other particulars regarding their suitability and eligibility at any stage.
10. Original certificates and self attested photocopies of certificates relating to identity, residence, age, qualifications and caste (if any) will have to be submitted at the time of Interview. If any candidate fails to furnish any certificate or other relevant documents of information relating to his/her candidature, his/her candidature for appointment may be passed over without further reference to him/her.
11. The eligible candidates will be informed about the Date, Time & Venue of Walk-in-Interview through phone no / email ID given in the application form. The walk-in-Interview will be held in a phase wise manner / or as decided by the DLSC.

**D. DETAILS OF ATTACHMENTS TO BE FURNISHED WITH THE APPLICATION**

1. 2 copies of recent passport size photographs, one attached in the specific space in the Application format.
2. Identity Proof : Self attested photocopies of any one of the following : Aadhar Card / Voter ID Card / Driving License / PAN Card / Passport
3. Address Proof : Self attested photocopies of any one of the following : Ration Card / Aadhar Card / Voter ID Card
4. Age Proof : Self attested photocopies of Birth Certificate / School Leaving Certificate
5. Educational Qualification : School Leaving Certificate / Certificate of highest Qualification
6. Caste Certificate : Self attested photocopy of Caste Certificate issued by the Competent Authority.

**E. SCHEDULE OF INTERVIEW:**

1. Date of commencement of submission of application form : 28.12.2020 to 12.01.2021 upto 5 PM on all working days.
2. Closing date for submission of application: 12.01.2021 upto 5 PM.
3. Date of Walk-in-Interview : will be held in a phase wise manner / or as decided by the DLSC and the eligible candidates will be informed through phone or email given in the application form.
4. The candidate must bring all the original certificates on the date of Interview.
5. Any subsequent changes in the above mentioned schedule shall be notified to candidates through web site only, hence, candidates are advised to check the web site for any updates regularly. District Level Selection Committee shall not take any responsibility for sending these communications in hard copy/letters and may not be held liable if candidates fail to get information on time due to their fault.


  
Additional District Magistrate & Chairperson  
District Level Selection Committee  
North 24 Parganas

Memo No: 990/8/SW(CDM)

Date: 24-12-2020

Copy forwarded for information and wide publicity to:-

1. The Director, CRT, Saishali Building, Salt Lake, Kolkata-700064.
2. Secretary DLSA, North24 Parganas.
3. Principal Magistrate, JJB North 24 Parganas.
4. The Sub Divisional Officers (All), North 24 Parganas.
5. The Block Development Officer (All), North 24 Parganas.
6. The DIO, NIC North 24 Parganas, with a request to publish the Notice in District Web Site.
7. The DICO, North 24 Parganas for wide publication.
8. CA to the District Magistrate, North 24 Parganas

  
Additional District Magistrate (T)  
North 24 Parganas, Barasat  
&  
Chairperson  
District Level Selection Committee  
North 24 Parganas, Barasat

## Application Form

### For Recruitment to the Post of Orderly / Night Guard in Juveline Justice Board, North 24 Parganas

1. Name:-
2. Post Applied for:-
3. Father / Mother / Spouse Name :-
4. Residential Address with PIN Code:

Paste Recent  
Passport size  
Photograph

5. Date of Birth:-
6. Age as on 01.01.2021:-
7. Category:- General/SC/ST/OBC-A/OBC-B
8. Educational Qualification:-
9. Language Eligibility:-  
(Ability to read, write & Speak Bengal & Hindi/Nepali): Yes/No
10. Active current Contact No.:-
11. Email Address (if any):-

#### Document Attached

1. Photograph:- Recent Passport size colour photograph.
2. Identity Proof : Self attested photocopies of any one of the following : Aadhar Card / Voter ID Card / Driving License / PAN Card / Passport
3. Address Proof:- Self attested Photocopy of either Ration Card/Aadhar Card/ Voter Card
4. Age Proof:- Self attested Photocopy of Birth Certificate/School leaving Certificate
5. Educational Qualification:- Self attested Photocopy of School leaving Certificate
6. Caste Certificate (if any):- Caste Certificate used by competent authority.

Certified that the documents submitted and the informations given in the application form are true and correct to the best of my knowledge and belief. If any of the information and documents found wrong / false my candidature will be cancelled in any stage.

Place :

Signature of the Candidate

Date :